



DEPARTMENT OF THE ARMY
HEADQUARTERS, USA AREA III SUPPORT ACTIVITY
UNIT #15716
APO AP 96271-5716

REPLY TO
ATTENTION OF

IMKO-AC-PWH

01 JAN 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Area III Support Activity, Policy Memorandum #12 Policies and Procedures for Unaccompanied Personnel Housing (UPH), Bachelor Officer Quarters (BOQ) and Senior Bachelor Enlisted Quarters (SBEQ)

1. This memorandum supersedes USA Area III Support Activity Policy Memorandum # 12 dated **30 May 2000**.
2. References:
 - a. AR 210-50, Installations Housing Management, dated 3 October 2005, effective 3 November 2005.
 - b. KORO Housing Operations Supplement to AR 210-50 dtd 2 Dec 02
3. Purpose: To prescribe policies and procedures for all unaccompanied military and civilian personnel eligible to reside in bachelor officer quarters (BOQ) and senior enlisted quarters (SEQ) in Area III.
4. General: The Commander, USA Area III Support Activity, or his designated representative is required to provide adequate housing facilities and services to operate and manage the UPH program.
5. Policy:
 - a. Centralized management of the UPH program under the direction of the Chief, Housing Division.
 - b. Establish assignment priorities and categories as prescribed in AR 210-50, Chapter 4-4, table 4-2 and ensure the minimum space adequacy and privacy standards are met.
 - c. Assignment and termination of UPH quarters.

IMKO-AC-PWH

SUBJECT: US Army Area III Support Activity, Policy Memorandum #12 Policies and Procedures for Unaccompanied Personnel Housing (UPH), Bachelor Officer Quarters (BOQ) and Senior Bachelor Enlisted Quarters (SBEQ)

- d. Ensure maximum utilization of adequate UPH space.
 - e. Establish and enforce the building coordinator program.
 - f. Provide counseling to members on entitlements and responsibilities as a resident of the UPH.
6. Categories of UPH.
- a. Senior officer quarters (SOQ) are designated for officers grades O4 and above, CW4/CW5, and key and essential civilians grades GS-12 thru GS-15.
 - b. Company grade quarters (CGO) are designated for officers grades O1-3 and WO1, W2/3, and key and essential civilians grades GS-9-11.
 - c. Senior enlisted quarters (SEQ) are designated for personnel in grades E7-E9
7. Priority of Assignment to UPH: Assignment to UPH is mandatory when quarters are available within 60 days of reporting, except as outlined in 8-C. UPH priorities for assignment to UPH are as follows:
- a. Priority 1: Key billet and key & essential personnel (both military and civilian).
 - b. Priority 2: Other military personnel.
 - c. Priority 3: Requests to relocate due to change in rank. Once assigned to a UPH room personnel are considered adequately housed until DEROS.
8. Assignment Procedures:
- a. Service members in the ranks of SSG (P) and above will report to the Housing Office for assignment to UPH within 2 days of reporting. Service members will complete the application package and be placed on the appropriate waiting list for their rank and assigned the next available room when their name reaches the top of the waiting list.

IMKO-AC-PWH

SUBJECT: US Army Area III Support Activity, Policy Memorandum #12 Policies and Procedures for Unaccompanied Personnel Housing (UPH), Bachelor Officer Quarters (BOQ) and Senior Bachelor Enlisted Quarters (SBEQ)

b. If it is determined that a service member ***cannot*** be housed within 60 days of reporting, the service member will be counseled on off-post housing entitlements and procedures. Service members that do not aggressively seek or refuse to occupy adequate off-post housing when it has been determined by the Housing authority that the unit is suitable for occupancy, entitlements to TLA will be terminated on the day prior to the day the soldier refuses adequate quarters.

c. Permanently assigned personnel in the grade of sergeant first class (E7) and above who are entitled to Basic Allowance for Housing (BAH) at the “***without dependent rate***” may elect to reside off-post at government expense.

d. Service members who are serving an unaccompanied tour and are ***not*** eligible to receive BAH at the without dependent rate will be housed on post unless quarters are not available within 60 days of reporting. Personnel who elect to live off-post at personal convenience must terminate their SEQ/BOQ room and will not receive overseas housing allowance, furniture or appliance support.

e. At assignment, a joint check-in inspection will be performed with the resident and housing inspector. The condition of the room and the government owned furnishing and appliances will be inventoried and recorded.

f. Service members who are housed in UPH are considered to be adequately housed until they DEROS. Personnel who attain a promotable status while in quarters may request to relocate to quarters designated for the rank in which the service member will be promoted. All costs associated with the move will be borne by the service member. Assignments are permanent and relocation will not be authorized except in the case of health or safety and/or as directed by the Area Commander.

9. Termination Procedures:

a. For termination of UPH, residents are expected to contact the UPH office at least 30 days prior to DEROS. A pre-inspection will be performed with the housing inspector to inform the resident of cleaning requirements, check for any damages to government property to include the furniture and appliance inventory and annotate any maintenance and repair that needs to be performed prior to assignment of next occupant.

b. All personal items and trash will be out of the room prior to final inspection. Furniture that is not government issued will be removed by the resident from the room and properly disposed of prior to the final inspection.

IMKO-AC-PWH

SUBJECT: US Army Area III Support Activity, Policy Memorandum #12 Policies and Procedures for Unaccompanied Personnel Housing (UPH), Bachelor Officer Quarters (BOQ) and Senior Bachelor Enlisted Quarters (SBEQ)

c. Resident may hire a contract cleaner to perform the required cleaning with the understanding that the cleaning will be done prior to the final inspection. The service member is required to be at the final inspection and will not be cleared from housing until the room passes the final inspection and the hand receipt is cleared.

d. If a service member fails the inspection, a re-inspection will be performed the next working day. If the room fails the second inspection charges will be assessed for cleaning of the room. The service member will be required to pay the charges prior to clearing housing and the installation.

10. Furniture and Appliances:

a. All UPH rooms are initially furnished with a standard furnishing package per the KORO supplement. At the joint check-in inspection, all furnishings and appliances will be inventoried and inspected.

b. Service members are expected to care for their government issued furnishings and appliances as if they were their own. Regular cleaning and polishing of the furniture and appliances will add to the items life expectancy.

c. Upon termination of the UPH room, all furniture and appliances will be cleaned and accounted for. If items have been damaged or lost, the service member will be required to reimburse the government. The Housing Office will prepare the paperwork for collection. Service members will not clear the housing office or the installation until the reimbursement is made. If it is determined that damage is beyond normal wear and tear, the soldier may face disciplinary action as deemed appropriate by the Area Commander.

11. Cooking Facilities:

a. ing in the UPH is only authorized in rooms that have an installed kitchenette or an authorized kitchen in a dayroom that has been certified by the fire department.

IMKO-AC-PWH

SUBJECT: US Army Area III Support Activity, Policy Memorandum #12 Policies and Procedures for Unaccompanied Personnel Housing (UPH), Bachelor Officer Quarters (BOQ) and Senior Bachelor Enlisted Quarters (SBEQ)

b. Residents who do not have a kitchenette in their room are not authorized to use hot plates, convection ovens, toasters, crock pots, rice cookers etc, or devices that have heating elements which could cause a fire. Any and all costs of repairing damages caused by the unauthorized use of cooking items will be borne by the resident.

c. The use of BBQ or gas grills in or on external stairwells is prohibited. Grills must be at a minimum of 25 feet from the building. Storage of lighter fluids or LPG tanks is prohibited.

d. Unauthorized cooking equipment will be removed or confiscated.

12. Fire Prevention:

a. All UPH rooms are equipped with either a hardwired or battery smoke detector. Residents are not authorized to disconnect or disable the room smoke alarm. If a smoke detector is malfunctioning contact the Fire Department or DPW for assessment and/or repair.

b. Fire alarms are installed for the protection of all personnel. Malicious actions or horseplay with fire alarms, smoke detectors, or fire extinguishers are subject to punishment under the UCMJ as adverse administrative action.

c. All residents should be familiar with egress routes in their building in case of fire or any type of emergency situation.

13. Building Coordinator Program:

a. Each UPH building will have a Building Coordinator. The most senior person in the building will not necessarily be the building coordinator based on several factors, such as position, time remaining on tour etc. The Area Commander will issue appointment orders.

b. All residents of the UPH will be required to participate in maintaining the cleanliness and appearance of their building. The Building Coordinator is responsible for ensuring that all personnel are advised of their duties and managing the duty roster.

c. Residents who fail to participate in the clean up will be reported to the Area Commander for action.

IMKO-AC-PWH

SUBJECT: US Army Area III Support Activity, Policy Memorandum #12 Policies and Procedures for Unaccompanied Personnel Housing (UPH), Bachelor Officer Quarters (BOQ) and Senior Enlisted Quarters (SEQ)

14. Maintenance/Self-Help:

a. Residents are responsible for the maintenance and repair of their UPH room and are encouraged to do basic maintenance and repair to their room. As a minimum, residents are expected to replace fluorescent light bulbs, cracked or broken switch plates and covers, unclog minor drain stoppages, remove clean/replace air conditioning filters as required, replace torn window screens through the self-help store.

b. Residents are required to report maintenance that is beyond their capabilities to the DPW service order desk. When reporting, state the problem, building and room number, and contact telephone number.

c. Residents are required to be available to the DPW work force when repair work is to be performed. The Housing Office will not issue a room key to DPW to perform maintenance unless it is an emergency. Housing personnel will not stand by in place of the resident while maintenance is being performed unless it is an emergency to save the property of the U.S. Government.

15. Mold and Mildew:

a. It is the responsibility of the resident to combat the growth of mold and mildew. Residents who do not take a pro-active approach in self-help maintenance of mold and mildew may incur charges for neglect of government property.

b. During the months of May thru late September mold and mildew grow rapidly if left untreated. Residents should keep the blinds and curtains open to allow sunlight into the UPH room, along with the air conditioner set at 78 degrees. Residents are also reminded that they must perform simple preventive maintenance on their A/C such as cleaning and/or changing the filter, cleaning the drain line and calling in a service order for repairs.

16. Visitation:

a. It is the policy of the Installation Commander to permit visitation in the BOQ/SBEQ of authorized dependents for a period of 30 calendar days when such visits do not infringe on the rights of other occupants. Visitation privileges are approved with the expectation that the conduct of each resident remains above reproach and with the highest military standards of conduct and customs of military service.

IMKO-AC-PWH

SUBJECT: US Army Area III Support Activity, Policy Memorandum #12 Policies and Procedures for Unaccompanied Personnel Housing (UPH), Bachelor Officer Quarters (BOQ) and Senior Bachelor Enlisted Quarters (SBEQ)

b. Residents desiring to have family members visit during their tour of duty must submit a "Visitors Pass" that can be obtained in the Housing Office. The request will include date of arrival, dependent's name and age and the date of departure and will be approved by the resident's Company Commander, Battalion Commander before processing by the Housing Office. Service members are advised that family members are not authorized to live in the BOQ/SBEQ in excess of 30 days. Service members who fail to abide by this requirement may be subject to disciplinary action under the UCMJ.

c. All occupants are authorized to have visitors as long as fellow residents are not inconvenienced. Daily visitation will terminate NLT 2400 hours.

17. Pets. Pets of any kind are *prohibited* for residing in any UPH facility. No exceptions to this policy will be granted.

18. Housemaids:

a. A resident who elects to hire a housemaid for maid service does so at their own risk. The resident must complete all necessary paperwork associated with providing the housemaid with a pass for the installation. The resident is responsible to ensure that the housemaid's pass is terminated prior to their departure from Camp Humphreys. Housemaids do not have any legitimate right to use government provided services. Housemaids, who restrict access of laundry facilities to other residents while performing maid service, will be barred from the installation. No exceptions will be granted.

b. Residents may request an additional key be issued for their housemaid, however at the final inspection the second key must be turned in or the soldier will be charged for changing of the lock for the UPH room.

19. Smoking:

a. Smoking is authorized in individual rooms in the UPH.

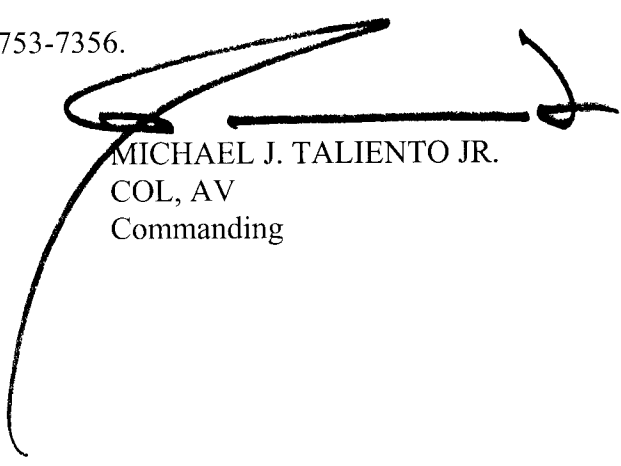
b. Residents who smoke in their UPH room will be expected to perform a thorough cleaning of all surfaces prior to terminating the room. This includes washing walls, dry-cleaning curtains, shampooing rugs and upholstered furnishings to remove the nicotine.

c. Smoking in common areas such as laundry facilities, dayrooms and hallways is prohibited

IMKO-AC-PWH

SUBJECT: US Army Area III Support Activity, Policy Memorandum #12 Policies and Procedures for Unaccompanied Personnel Housing (UPH), Bachelor Officer Quarters (BOQ) and Senior Bachelor Enlisted Quarters (SBEQ)

20. POC is Chief, Housing Division at 753-7356.



MICHAEL J. TALIENTO JR.
COL, AV
Commanding

DISTRIBUTION:

A & B plus

UPH Occupants